

TOWN OF EAST LONGMEADOW MASSACHUSETTS

Council Rules



Adopted July 26, 2016
Amended November 14, 2017
Amended November 13, 2018
Amended December 10, 2019
Amended March 9, 2021
Amended April 5, 2022
Amended July 12, 2022

Contents

Rule 1 – Council Officers	Page 2
Rule 2 – Role of Council President	Page 2
Rule 3 – Presiding Officer	Page 2
Rule 4 – Duties of the Presiding Officer	Page 2
Rule 5 – Meetings	Page 3
Rule 5A – Meeting Definitions	Page 3
Rule 5B – Meeting Schedule	Page 5
Rule 5C – Introduction of Council Business	Page 5
Rule 5D – Filing Deadlines for Regular Meetings	Page 6
Rule 5E – Order of Business	Page 6
Rule 5F – Public Comment	Page 6
Rule 6 – Parliamentary Guidelines	Page 7
Rule 6A – Quorum	Page 7
Rule 6B – Order of Speaking; Length of Speaking	Page 7
Rule 6C – Order of Motions	Page 7
Rule 6D – Previous Question	Page 8
Rule 6E – Referral to Committee	Page 8
Rule 6F – Reconsideration	Page 8
Rule 7 – Matters Reduced to Writing	Page 8
Rule 8 – Votes	Page 8
Rule 9 – Rejected Measures	Page 8
Rule 10 – Record Keeping	Page 9
Rule 11 – Committee Parameters and Guidelines	Page 9
Rule 12 – Appointments	Page 10
Rule 13 – Council Vacancy	Page 11
Rule 14 – Inquires and Investigations	Page 11
Rule 15 – Council Conduct	Page 13

TOWN OF EAST LONGMEADOW

COUNCIL RULES

RULE 1- COUNCIL OFFICERS

The first Town Council meeting of each fiscal year, at which the full Council is present, shall be an organizational meeting. At that time, the Council shall nominate a President and a Vice President, election of which shall take place at that meeting, on or before the next regular meeting.

Time should be allotted for nomination speeches which would be limited to five (5) minutes per candidate per office. Voting will be done by roll call. Each councilor shall state the name of the candidate of their choice. If no candidate receives a majority, the candidate receiving the smallest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority vote. The President and Vice President may not serve more than two (2) consecutive years in the same office unless otherwise approved by a super majority vote of the Council.

RULE 2 - ROLE OF COUNCIL PRESIDENT

The Council President shall perform all duties as outlined in Article 2, Section 3 of the Home Rule Charter. The President shall serve as ex-officio member of all Council Committees. The President of the East Longmeadow Town Council shall be the official head of the Town of East Longmeadow for all ceremonial purposes, and may designate other councilors to serve in this ceremonial capacity.

RULE 3 - PRESIDING OFFICER

The President of the Town Council shall preside at the meetings of the Town Council consistent with Article 2 Section 3 of the Home Rule Charter. In the absence of the Council President, the Vice President shall preside; and in the absence of both, the Clerk of the Council shall designate a presiding chair in a rotating order.

Vacancies of the President or Vice President of the Council shall be filled in accordance with Article 2, Section 3 of the Charter.

RULE 4 - DUTIES OF THE PRESIDING OFFICER

The presiding officer shall take the chair at the hour at which the Council is to meet, and call the members to order.

The presiding officer shall preserve order and decorum and may speak to points of order in

preference to other members. Questions of order subject to appeal to the Council, by any motion regularly seconded, shall be put as follows: "Shall the decision of the chair stand as the judgment of the Council?" The vote shall be a roll call and it shall be decided in the affirmative by a majority vote.

All votes shall be declared by the presiding officer, after receipt of the tally from the Clerk of the Council. If any member doubts a vote, the chair, without further debate upon the question, shall require a roll call vote. No decision shall be declared unless a quorum of the Council shall have voted. The presiding officer shall vote on all matters that come before the Council.

The presiding officer may at any time, during the debate and otherwise, declare a recess for not more than ten minutes and such action shall not be subject to appeal nor shall any motions apply thereto.

The presiding officer may speak on matters under consideration, however prior to doing so he/she shall indicate they are speaking in favor or in opposition to the matter.

RULE 5 - MEETINGS

The time and place of regular meetings shall be published in June of each year for the following fiscal year.

RULE 5A - MEETING DEFINITIONS

Regular meetings of the Town Council shall be not be less frequent than once monthly.

Special meetings of the Town Council may be held on the call of the President of the Town Council, or on the call of any *three* or more members, by written notice. Said notice will include relevant agenda items and pertinent documents pertaining to those items which will be delivered to the Town Manager and to each councilor at least forty-eight hours in advance of the time set.

Executive session may be entered only after the Council has first convened in open session for which notice has been appropriately posted. The presiding officer cites the reason for going into executive session and calls for a roll call vote of the Council. The vote of each member is entered into the minutes, with a majority of the Council present necessary to initiate an executive session.

Purposes Warranting Executive Session:

1. To discuss the reputation, character, physical condition, or mental health, rather than professional competence of an individual, provided that the individual involved in such executive session has been notified in writing by the governmental body, at least 48 hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights.

- (a) To be present at such executive session during discussions or considerations which involving that individual.
- (b) To have counsel or a representative of his own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation in said executive session.
- (c) To speak in his own behalf.

2. To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual, provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:

- (a) To be present at such executive session during discussions or considerations involving that individual.
- (b) To have counsel or a representative of his own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation.
- (c) To speak in his own behalf.

3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, to conduct strategy sessions in preparation for negotiations with nonunion personnel, to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

4. To discuss the deployment of security personnel or devices.

5. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.

6. To consider the purpose, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.

7. To comply with the provisions of any general or special law or federal grant-in-aid requirements.

8. To consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee or a subcommittee appointed

by a governmental body, to consider and interview applicants who have passed a prior preliminary screening.

9: To meet or confer with a mediator, as defined in section twenty three C of chapter two hundred and thirty three, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or body, provided that: 9(a) any decision to participate in mediation shall be made in open meeting session and the parties, issues involved and purpose of the mediation shall be disclosed,; and (b) no action shall be taken by any governmental body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open meeting after such notice may be required in this section.

10. For any other permissible purpose authorized by judicial decision.

(The above rules are extracted from MGL Chapter 30A Sections 18 - 25.)

RULE 5B - MEETING SCHEDULE

The East Longmeadow Town Council shall meet on the second Tuesday at 6:00 p.m. of each month. Meetings shall conclude no later than 11:00 P.M. The subject at hand could be finished if it was ongoing at 11:00 P.M. and the meeting could continue with a 2/3's vote of the Council after 11 P.M. If a regular meeting date falls on a solemn or legal holiday, the president shall reschedule such meeting to the Thursday of the same week.

RULE 5C - INTRODUCTION OF COUNCIL BUSINESS

All committees, boards, and/or department heads that petition/request the Town Council to review or act must have a representative or designee in attendance at the meeting to present and answer any and all questions. If no petitioner is present, the Council will not act on proposed petition/request. All petitions submitted to the Council for action must also include a list of all associated pros and cons in order to convey positive and negative impacts.

Exception to the above are: (1) It has no impact on citizen initiatives or petitions and is not required in these cases; and (2) Presiding Council President may waive the requirement to include a list of pros and cons on an individual basis. Examples of possible waivers are one day liquor licenses, special event liquor or food permits, simple changes to existing licenses issued by the Town Council, such as address change or change of manager.

No measure or non-measure shall be received or acted upon unless introduced by a member of the Council, Town Manager, or by petition as provided by the Home Rule Charter.

MEASURES: All matters to come before the Council that are inherently legislative in nature, including ordinances, Charter amendments, appropriations, loan orders, lease approvals and eminent domain authorizations, and petitions to the General Court.

NON-MEASURES: Non-Measures shall include all matters to come before the Council which are

not specified to be measures such as any matter which is executive, administrative or ministerial, or quasi-judicial, including, without limitation, appointments, resolutions, proclamations, tax classification votes, contract approvals.

RULE 5D - FILING DEADLINES FOR REGULAR MEETINGS

Any of the above items of business to be presented to the Town Council at its regular meeting for action shall be submitted in writing to the Town Clerk no later than 10:00 am, five days, exclusive of Saturday and Sunday preceding the regular Council meeting. The Council President may in case of necessity, approve any additional items for inclusion in the agenda after said deadline. The Council President in consultation with the sponsoring councilor shall determine placement of business on the Council meeting agenda, or other appropriate disposition.

The Council agenda, including the Town Manager's Communication, complete with documentation shall be delivered to the Town councilors no later than 48 hours prior to the regular meeting of the Council.

RULE 5E - ORDER OF BUSINESS

At every regular meeting of the Town Council, the order of business shall be as follows:

1. Roll Call
2. Pledge of Allegiance
3. Moment of Silence
4. Public Comment
5. Council Comment
6. Town Manager Communications
7. Act on Minutes (Includes Executive Sessions)
8. Communication from Elected Officials, Boards and Commissions and Staff,
Correspondence, Announcements and Committee Reports
9. Orders of the Day
 - A. Old Business
 - B. New Business
10. Adjournment

RULE 5F - PUBLIC COMMENT

At each regular meeting of the Council there shall be a period set aside for public comment.

Any member of the public desiring to address the Council shall be recognized by the Presiding Officer, and shall state his/her name and address for the record. Time allowed for public comment will be limited to three minutes for each individual speaking, unless waived by Presiding Officer.

All remarks and questions shall be addressed to the Council as a whole through the Presiding Officer and not to any member thereof.

If any person persists in disorderly behavior after a warning from the presiding officer, the presiding officer may order the person to leave the meeting (in accordance with MGL CH 30A, S.18-25).

RULE 6 - PARLIAMENTARY GUIDELINES

In all matters of parliamentary procedure not provided for in the laws of the Commonwealth, the Charter, or explicitly elsewhere in these rules, the presiding officer and the members shall be guided by the principles of fairness, clarity, and efficiency, in that order. In determining any parliamentary question, due regard shall be given to Robert's Rules of Order,

RULE 6A - QUORUM

A majority of the total membership of the Town Council shall constitute a quorum. A quorum for the current 7-member Council shall be four (4).

RULE 6B - ORDER OF SPEAKING; LENGTH OF SPEAKING

When two or more members request the floor at the same time, the presiding officer shall name the member who shall first be heard. During debate, no Council member shall speak to the same question more than twice until all other members choosing to speak have spoken. The length of time that any member may discuss the subject on the floor of the Council shall be limited to three minutes, unless otherwise voted by the Council.

When debate centers on committee reports, committee members may be recognized beyond the time limit to answer questions.

RULE 6C - ORDER OF MOTIONS

When a motion is under debate, the chair shall receive no motion except the following (in order of preference):

1. To take a recess
2. To lay on the table
3. For previous question
4. To limit or extend limits of debate
5. To postpone to certain date
6. To refer

7. To amend
8. Leave to withdraw

RULE 6D - PREVIOUS QUESTION

The previous question shall be put as follows: "I call the previous question." All further amendments or debate on the main question shall be suspended until the request to vote on the previous question has been decided by a two-thirds vote.

RULE 6E - REFERRAL TO COMMITTEE

When a matter properly before the Council relates to a subject which may properly be examined and reported upon by an existing or new ad hoc committee of the Council, such matter shall, upon motion and a majority vote of the Council, be referred to such committee. Any matter may be referred to a committee, commission or board for advice sought by Town Council.

RULE 6F - RECONSIDERATION

At any meeting which vote has been taken, it shall be in order for any councilor who has voted on the question to move for immediate reconsideration or to serve written notice to the presiding officer, who shall announce its receipt that a motion for reconsideration shall take place at the next regular meeting of the Council. The vote for reconsideration shall be open to debate. The debate shall be limited to twenty minutes. A motion to reconsider requires a majority vote.

RULE 7 - MATTERS REDUCED TO WRITING

Any motion or amendment shall be in writing when the presiding officer so directs or any member so requests.

RULE 8 - VOTES

All action taken by the Town Council requiring a vote will be by a majority unless otherwise provided for in MGL, Home Rule Charter, ordinance, or by rules set forth in the Policy and Procedures Manual of the East Longmeadow Town Council.

RULE 9 - REJECTED MEASURES

When any measure has been finally rejected by the Council, no motion embodying substantially the same subject shall be presented to the Council within six months, or as may be required by Massachusetts General Law, of its previous writing for its resubmission, unless resubmission is

approved by a majority of the Council present, or as otherwise provided by the Charter.

RULE 10 - RECORD KEEPING

The Town Clerk shall be the Clerk at all meetings of the Council. The Assistant Town Clerk may serve in place of the Town Clerk. Said clerk shall keep a record of its proceedings and perform such duties as may be assigned by the East Longmeadow Home Rule Charter, by ordinance, or other Council vote.

The Town Clerk shall give notice of all meetings of the Town Council by transmitting a copy of the meeting agenda to its members and posting meeting notices for the public. The Town Clerk may also audio tape record all meetings and file said tapes with the Clerk of the Council.

A transcription of a regular meeting, public hearing or debate, or any portion thereof may be requested through the Town Clerk, who shall arrange for the preparation of requested transcripts from tape recordings of meetings, hearings or debates, after determination of the estimated cost thereof and receipt of payment.

RULE 11-COMMITTEE PARAMETERS AND GUIDELINES

All Council appointed committees shall be advisory to the Council and shall take no actions that bind the Council. Committees shall follow a schedule of meetings to be coordinated through the Town Clerk, who will notify the Council President and post as required with the Town Clerk. The Council President shall be an ex-officio non-voting member of all appointed committees. The President of the Council shall not serve as a Chairperson of any committee.

All Committees of the Town Council shall (1) post their meetings through the Clerk of the Council as required by law, (2) shall keep records of proceedings, as required by law, and (3) a copy of said records shall be filed with the Town Clerk as soon as practical, but no later than 30 days following each meeting. (4) Recommendations of any committee must be brought before the Council at a regularly scheduled meeting for discussion and possible action.

Standing committees shall elect a chairperson, unless previously appointed by the Presiding Council President, who will organize the committee and be responsible for its conduct, and shall be the spokesperson for the committee in matters with the Council, and a clerk to record the minutes.

The **Financial Oversight Standing Committee** will be composed of up to three (3) Council members and up to three (3) town residents. The Committee's purpose is to review, on behalf of the Town Council, the draft fiscal year Town budget, both operating and capital, revolving, and enterprise funds, and make recommendations to the Town Council of any changes to the draft budget for the Council to consider in its deliberations regarding the budget and its vote authorizing the final approved fiscal year budget.

The Financial Oversight Committee is authorized by the Town Council to conduct a review of the draft budgets, and to contact (on behalf of the Town Council) the Town Manager, Department Heads, boards, including School Committee and school administration, as needed to discuss and investigate the budgets in order to develop the Committee's recommendations to the Town Council.

The **Planning Matters Standing Committee** will be comprised of up to three (3) Council members and up to three (3) town residents. It will be responsible for reviewing and advising the Council on Planning Board actions that come before the Council for action.

Ad-Hoc Committees shall follow all procedural actions as that of Standing Committees.

The **Licensing Matters Ad-hoc Committee** will be comprised of up to three (3) councilors and up to three (3) town residents to work with the Town Clerk in the establishment of any fees required by M.G.L. or local law. It will undertake a bi-annual review of the Town's fee schedule beginning January 2020, and make any recommendations for changes no later than July 1 of the review year.

The **General By-Laws Ad-hoc Committee** will be comprised of up to three (3) councilors and up to three (3) town residents. It will be responsible for recommending the rationale and wording for any proposed new by-laws and working with the Town Clerk to update all current by-laws in preparation for codification. It will meet with the codification vendor as necessary and bring all codification related recommendations from the vendor to the Council for action.

The **Town Manager Performance Evaluation Ad-hoc Committee** will be comprised of up to three (3) councilors. It will be responsible for meeting quarterly with the Town Manager to review progress on his/her annual goals and priorities. The committee will carry out the Town Manager's annual performance review including aggregating councilor responses and preparing the evaluation report and compensation recommendations for the Council.

The **Communications Ad-hoc Committee** will be comprised of at least one (1) councilor, the IT Director, and up to seven (7) residents or members of the East Longmeadow business community with expertise in communications and social media environments. It will be responsible for reviewing social media and communication strategies in use by the Town and for recommending methods and strategies that will enhance information outreach to the public.

Committees have the right and obligation to be creative, offer opinions, minority opinions, produce documents, communicate and participate with town departments/agencies, other governmental agencies, and the general public, subject to the rules and procedures of the Town Council, East Longmeadow Home Rule Charter, General Laws, or otherwise voted by the Town Council. In no case should a Standing committee or an Ad-hoc committee be comprised of more than five (5) Councilors and residents.

RULE 12 - APPOINTMENTS

Any Council action regarding appointments shall be acted upon at the regular meeting.

RULE 13 - COUNCIL VACANCY

A vacancy on the Council and or vacancy of an office on the Council shall be filled in accordance with the Town Charter Article 2, Section 8.

RULE 14 - INQUIRIES AND INVESTIGATIONS

Article 2, Section 9 of the Charter gives the Town Council the authority to conduct inquiries or investigations:

Inquiries and Investigations:

The Town Council may require any town officer or member of a board or commission to appear before it, and give such information as it may require in relation to an office held by such person, its function, and performance. The Town Council shall give at least five (5) days written notice of the general scope of the inquiry which is to be made; to any person it shall require to appear before it under this section.

The Town Council may make investigation into the affairs of the town and into the conduct of any town agency, and for this purpose may subpoena witnesses, administer oaths, and require the production of evidence.

INQUIRIES:

An inquiry may be called for by a majority vote of those councilors present at a regular Council meeting. An inquiry shall be made through the Town Manager, if it concerns areas under his authority, and specific questions asked shall be answered in a report by the Town Manager to the Council within 60 days. If independent expertise is needed, the Manager shall so notify the Council. If an inquiry is made into an area outside the Town Manager's area of authority, the Council may require such persons as mentioned in Article 2 Section 9 to appear to give information or make a report within 60 days. In either case, a report may be considered final by the Council or the Council may call for further information so that its questions may be answered.

INVESTIGATIONS:

If the Manager or other person(s) requested to make a report shall fail to do so; or if the Council finds that there has been unsatisfactory resolution of allegations of serious misconduct on the part of any Town officer, board, or commission or its members; or if the Council finds that it needs information not readily forthcoming in order to make a determination, the Council may proceed with an investigation.

Investigations are considered the last resort by the Council and should be entered into seriously and advisedly. The procedure to be taken shall be as follows:

1. A motion calling for an investigation shall clearly state in writing the purpose of the investigation and those persons, departments, or topics to be investigated. A resolution calling for an investigation shall not be voted at the first meeting at which

it is introduced. A two-thirds vote of the full Council shall be required in order to authorize an investigation to proceed.

2. The Council may, by an affirmative vote of the full Council, establish a three- person committee of its members appointed by the Council President to hear testimony, collect evidence, and present facts to the full Council. A time may be set by the Council for completion of the committee's work, subject to review at the request of the committee. If the committee determines that the original scope of the investigation needs to be broader, it must receive authorization from a majority of the full Council.
3. Under its initial vote establishing an investigation committee, the Council shall decide whether the investigation is legislative or quasi-judicial in nature. If the investigative committee is quasi-judicial in nature, it shall proceed substantially along the lines of an informal adversarial proceeding, including the right on behalf of any person who is the subject of the investigation to be represented by counsel and to confront and cross-examine witnesses. In such proceedings, witnesses shall be sworn, but the strict rules of evidence shall not apply.
4. If the Council determines that the investigation is legislative in nature, the foregoing need not apply. The Council may, consistent with existing ordinances and the Administrative Code, request the services of an independent attorney and/or other individuals qualified to conduct such an investigation who shall be engaged for the purposes of the inquiry or investigation, subject to approval by a majority of the full Council.
5. All meetings of the Council or its committees shall be held in accordance with the Open Meeting Law, MGL C.30A S. 18-25.
6. Preparation and serving of all subpoenas and letters of notice to witnesses and/or subjects of discussion shall be included in the duties of the Town Attorney employed by the Town Council.
7. The proceedings of the meetings shall be recorded and transcribed verbatim and provided to the full Council along with a copy of committee findings. Transcripts of meetings held in open session shall be made readily available to the public in a timely fashion.
8. The committee will report its findings and recommendations to the full Council at a regular or special meeting of the Council. The full Council will make the final determination and shall take any action it deems necessary, consistent with the General Laws, the Charter, collective bargaining agreements and personnel rules and regulations.

RULE 15 – COUNCIL CONDUCT

This Code of Conduct sets forth a standard of conduct for the East Longmeadow Town Council. The Council, at its organizational meeting at the start of each fiscal year, shall review and affirm all Council Rules and will affirm and submit an attesting signature to the Clerk of the Council.

General Conduct

At all times, Councilors agree:

1. to only address members of the Town Council, Town officials or employees, residents or other speakers or meeting participants in a respectful tone and with respectful choice of words, whether verbally or in writing, including, but not limited to, news media and/or social media postings or comments.
2. to be bound by the Town Charter, the Town Council Rules, and all other applicable laws, bylaws, or regulations;
3. that any violation of these Council Rules, including specifically, but not limited to, any disrespectful behavior, personal attacks, or verbally abusive conduct toward any member of the public in their dealings with the Town, town employee, Councilor, or any other individual will not be tolerated and will be dealt with appropriately at the direction of the Council President, including the possibility of a vote for public censure, where appropriate.

Interactions with the Community

In their interactions with the community, Councilors should:

1. remember that their primary responsibility is to the residents and the Town;
2. remember that a Councilor is only one member of the Town Council and must abide by all Council decisions once they are made;
3. be well informed concerning the responsibilities of a Councilor;
4. not take any action or make any statement in their role as a Councilor that would benefit the Councilor individually;
5. ensure that all their interactions and communications with community members are respectful and professional.

Interactions with the Town Manager

In their interactions with the Town Manager, Councilors should:

1. endeavor to establish sound, clearly defined policies which will direct and support the Town Manager that is in the best interests of residents and taxpayers.
2. recognize and support the administration chain of command and refrain from acting on complaints or requests as an individual outside this administrative chain;
3. give the Town Manager full responsibility for discharging the duties of the position and hold the Town Manager responsible for all results;
4. refer appropriate complaints to the Town Manager for resolution and only discuss them at Town Council meetings if such solution fails;
5. ensure that all their interactions and communications with the Town Manager are respectful and professional.